Reading Drives Achievement: Procedural Compliance Self-Assessment (RDA:PCSA)

Prepare

After July 1

Appoint ad hoc committee including parent(s);

Ensure staff assigned to review records complete RDA:PCSA Training and Certification eCourse.

Assess

Sample

Upload WISE IDs of student records to the RDA:PCSA reporting tool in the DPI special education portal;

Reporting tool will generate the sample.

Evaluate

Ensure staff reviewing records have completed RDA:PCSA Training and Certification eCourse;

Review records using the Directions & Standards;

Record results in reporting tool.

Review Results & Submit

Reconvene ad hoc committee;

Choose actions to ensure current compliance;

Enter LEA actions to ensure current compliance in reporting tool;

Finalize and submit results **November 15.**

Correct

Correct student-level errors as soon as identified.

Assure student-level correction are complete and actions to ensure current compliance in progress using the reporting tool by **February 15**.

Take actions to ensure current compliance.

For each item where noncompliance identified, LEAs develop list(s) of students **February 15 to May 15**.

LEAs send list(s) to DPI by **May 31**.

Close

Student-level errors corrected

Ensure student-level errors corrected. DPI selects sample and examines records. If errors found, DPI provides technical assistance and requires correction until LEA able to demonstrate 100% compliance.

Current compliance

Ensure current compliance. DPI selects sample from current records. If errors found, DPI provides technical assistance, requires correction, and requests additional samples until LEA demonstrates 100% current compliance.

Verification complete

By November 1, DPI verifies LEAs have corrected all student-level errors and have 100% current compliance.

DPI notifies LEA when the RDA:PCSA is complete.